

**BEACON HR/PAYROLL IMPLEMENTATION PROJECT
CONVERSION STRATEGY**

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1. OVERVIEW

The purpose of this document is to describe the project's detailed data conversion strategy and work plan.

2. DESCRIPTION

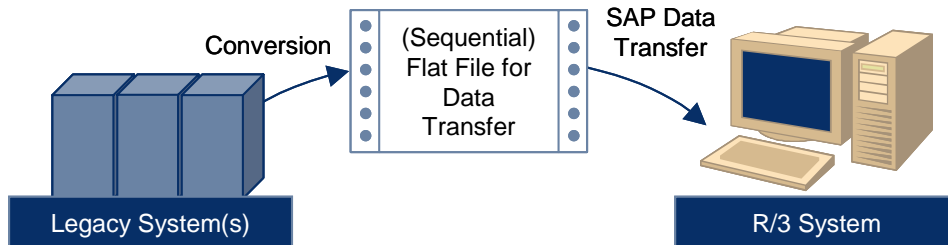
The data conversion activities are woven into the ASAP methodology. The accurate and timely conversion of data is critical to the success of any new system implementation. New implementations require moving data from the existing legacy system into the SAP system. Files containing information such as G/L account balances, assets vendors, personal data, job data, payroll balances and benefit elections must be available in the new system. Initial data transfer is the process of populating the SAP database with data from a legacy system.

2.1. Preparing for the data transfer requires certain tasks:

- Attend blueprint workshops to review what data need to be transferred to the SAP system
- During/After blueprint workshops, determine appropriate transfer method for each business object.
- Development team will provide the data cleansing team with a data extract format and data mapping guide to extract data from its legacy system.

2.2. Data transfer involves two primary steps:

- Conversion. Data is converted from the legacy system into the required flat file format
- SAP data transfer. Data is entered into the SAP system, where SAP data transfer programs read the prepared data from the flat file and move it into SAP.



2.3. General Data Transfer Concept

The conversion and SAP data transfer steps require the completion of seven primary activities:

1. Prepare detail plan for data conversion
2. Identify the business objects (scope)
3. Determine the volume of data conversion
4. Determine the appropriate transfer method (utilities)
5. Organize the data transfer
6. Execute the data transfer (for a business project)

7. Data validation

2.4. Prepare Detail Plan for Data Conversion

Using planning tools such as Microsoft Project or Excel, the data conversion team will prepare a detailed data conversion plan. The project leadership team will approve the plan, which will contain detail steps along with dates and resources.

2.5. Identify the Business Objects (Scope)

In SAP, a business object is a general category for data that defines items such as a personal data master, a material data master, payroll balances, general ledger account master, cost center or department master, fund master, benefit elections, or organizational units. The first step will be to identify which business objects are required in the SAP implementation.

2.6. Determine the Volume of Data Conversion

Volume and scope determination are an important step in the planning and design of the data conversion strategy. We will determine the volume for each business object to be converted on SAP. We will lay down criteria for determining the volume during data conversion workshops. Volumes will be determined separately for transaction and master data. Volume estimates allow the consultants to establish benchmarks and appropriate processing times.

2.7. Determine the Appropriate Transfer Method (Utilities)

For each business object, the development team will work with the functional team members to select one of the following data transfer options:

- Using the SAP standard data transfer programs (LSMW or CATT)
- Manually entering data with online transactions
- Using the ABAP program type for conversion (Custom CATT or Custom ABAP programs).

We will base the selection on an analysis of the data, including data volumes and available automated programs. The analysis will determine what data is in the legacy system and which SAP applications correspond to the business objects to be transferred.

The method or methods applied for data conversion will depend on the type of business objects, the volume of the transactions, and the availability of data in the required format.

The ASAP implementation methodology encourages the State to empower its functional team to develop objects using CATT or LSMW.

2.8. Organize the Data Transfer

The organizational structure and actual customization affect the data that transfers for business objects; therefore, it is important to finalize or freeze customizations before the last test run. Customizing changes after the final transfer may result in additional fields that require the preparation and transfer of more data.

First, we will transfer the business objects that require minor changes after the final transfer. This step can be performed 1 to 3 weeks before going live. The objects that require more changes may need to be transferred during the period immediately before going live. Early transfer of business objects that require less modification will allow time to address any unexpected issues. If the legacy system is still being updated after the data transfer is completed, the changes made in the legacy system will need to be duplicated in the SAP system to keep SAP current.

2.9. Recommendations and Requirements before Data Transfer:

Before the conversion data is loaded into SAP, the following points have to be taken care absolutely:

- Make sure that SAP customizing is finished and transported.
- Determine the data contained in the legacy system, clean the data and extract it as per the required layout for loading into SAP.
- Identify the transaction(s) in the SAP system via which you want to import the data into your SAP system.
- Run the relevant transaction in the SAP system manually with test data from the legacy system and see which fields must be filled. There may be required fields that do not correspond to data fields in the legacy system. In such a case, it is required to assign a fixed value or establish an optional field for data transfer.
- Map the fields in advance: Assign the source fields to the target fields.
- Determine the form in which non-SAP data will be transferred into the SAP system (e.g. via "Move" or according to a rule).
- If applicable, define the translation rules.
- In which way will the data be extracted from the non-SAP system? (Cobal Program and other legacy programs)
- Make sure the extracted data from Legacy is clean.
- In which form is the legacy data available? (Flat file, Excel etc).

2.10 Execute the Data Transfer (for a Business Object)

Adhering to the ASAP Roadmap and detailed completion of the planning activities will make data conversion efficient. This process requires the extraction of data from the legacy system and the loading of data into SAP. Data transfer consists of five tasks:

- Identify the fields
- Analyze the legacy data
- Map the legacy data to SAP
- Prepare the legacy database
- Transfer the data.

2.11 Testing Strategy:

The HR and Payroll data is very sensitive information and it is not compromised. It needs to be handled in a very secure manner. Also, since it deals with Payroll information, it has to be very accurate and tested properly before loading the data into Production.

The following types of tests and Cycles are recommended during HR Payroll rollout:

- Unit Testing (Baseline Testing) in Development Box
- Integration Testing (UAT) in Staging Box
- Comparison Testing (Parallel Testing) in QA Box
- Production Simulation Testing (Shadow Production Testing) in Shadow Production Box.

It is recommended to have at least 5 rounds (Cycles) of testing to achieve accuracy and proper handling of error records before finally loading into the production client.

- Unit Testing (Baseline Testing) – 1 Cycle
- Integration Testing (UAT) – 1 Cycle
- Comparison Testing (Parallel Testing) – 2 Cycles
- Production Simulation Testing (Shadow Production Testing) – 1 Cycle (2 Bi-Monthly, 1 Monthly), need is determined by quality of Integration testing loads

2.11.1 Unit Testing (Base Line Testing):

- Completed at the end of Baseline Testing
- Program Checks and Logic Verification
- Modular Focus
- Testing Completed by Project Team

Purpose of Unit Testing:

- Quantify Completion of Baseline Configuration

2.11.2 Integration Testing (UAT) – 1 Cycles

Develop “real-life” scenarios of and test each HR Payroll business process and process variant focusing on the integration of the process across modules.

- Round verified by Project Team / SMEs

Purpose:

- Verify completion of configuration and its integration across the system.
- Validate that Business Scenarios are covered.
- Involve SMEs and obtain acceptance “buy-in”
- Identify and Resolve “Gotchas”

2.11.3 Comparison Testing (Parallel Testing) – 2 Cycles

- Focus on comparing Payroll results of entire employee population between Legacy payroll systems and SAP
- To be done by Project Team and Subject Matter Experts (Payroll Office)

Purpose:

- Validate Payroll results of entire population at fixed point in time.
- Validate Conversion Programs and Data Migration
- Reconciliation of System issues (not User issues).

Comparison Testing parallels the results from the current Legacy Payroll System:

- Frozen flat file upload from Legacy at fixed point in time
- Full payroll conversion from frozen date file into SAP validates conversion loads
- Allows for testing of all payroll results – full population
- Allows for repeated test cycles to resolve all system errors prior to production simulation

2.11.4 Production Simulation Testing is a parallel test of Live data prior to Go-Live (if needed):

- The goal is to mimic a production environment (Shadow Production).
- New hires, terminations, changes in positions, time entry and other actions that take place in the current environment will be replicated in SAP.
- Completed by Project Team, SMEs and End-users.

- Permits testing of retro-active payroll.

Purpose:

- To validate against the current environment that all processes of HR/ Payroll are working as expected prior to Go-Live.
- To establish and familiarize Super Users with system prior to Go-Live.

Note: The above testing strategy is minimum required for Conversions. Functional/Business Teams will decide actual number of cycles for each phase of testing.

2.12 Data Validation

The Data Validation phase involves the verification of data to check accuracy, integrity, and reliability. Data validation will help support the quality assurance process for correct and full data conversion. The conversion team will review the data and identify errors or inconsistencies. Data validation is tightly integrated with the extraction and transformation data conversion processes.

2.13 Error Handling:

Error handling in Data Conversion is very important task and it has to be handled properly. Get the Error Records from the logs and analyze these errors in consultation with Legacy HR Payroll Team and Business and Functional Teams, taking suitable actions to load into SAP.

The following strategy is recommended after analyzing the Errors/Fixing and loading into SAP:

- If the error is coming in from Legacy – System of Record – It requires cleaning in the Legacy Extraction process and re-running in SAP.
- If the error is due to change in Conversion rules/Configuration change/Program Error, correct the logic in SAP/Configuration and reload these records.
- If the error records are obsolete records – Consult the Business folks and take decision to skip these records.

2.14 Perform Reconciliation Process

The reconciliation process involves verifying the reconciliation reports and executing programs to verify data. The reconciliation process includes the verification of total records between the systems, the validation of data elements, and the verification of financial information. The following reconciliation processes help validate that data conversion is successful:

- **Automated Validation:** The SAP conversion utilities have their own reconciliation reports, a detailed log of the data loading and conversion process. This log indicates whether each record loaded correctly. The log also provides the reasons for failure. There are techniques to load the error records separately after corrections. The log also will indicate the record counts read from the legacy system and counts for successful conversions and failures. This report provides an audit check for correctness and completeness of the data loading process. This load is permanently stored in the system so it can be verified on any future date
- **Manual Validation Using Online System:** After the data is converted, functional team members for data accuracy will do a manual validation. As an example, simply checking a GL account or balances in hand for a few items can validate inventory value balances. This will further help validate the correctness of the data loaded
- **Reconciliation Reports:** Reconciliation reports are the checks and balances reports between the legacy system and SAP. Reconciliation reports can identify the number of records extracted from the legacy system, the number of records imported into the CSES database, and the number of data exceptions. The reconciliation report will be custom designed and will be available for only those data conversions where the ABAP utility is used for data conversion
- **End-User Verification of Data:** The end user verifies the data as a part of the user acceptance test. End users compare actual results with expected results and document any discrepancies. The data conversion team verifies the test results and makes appropriate data modifications

3 SAP DATA CONVERSION UTILITIES

The automated tools SAP provides to aid in the data conversion process are the cornerstones of our data conversion methodology. These utilities are included with the core SAP software.

- Legacy Systems Migration Workbench
- ABAP Program Types
- Computer-Aided Test Tool (CATT)

In addition to the SAP delivered utilities, we can develop conversion programs using ABAP language (SAP's programming language).

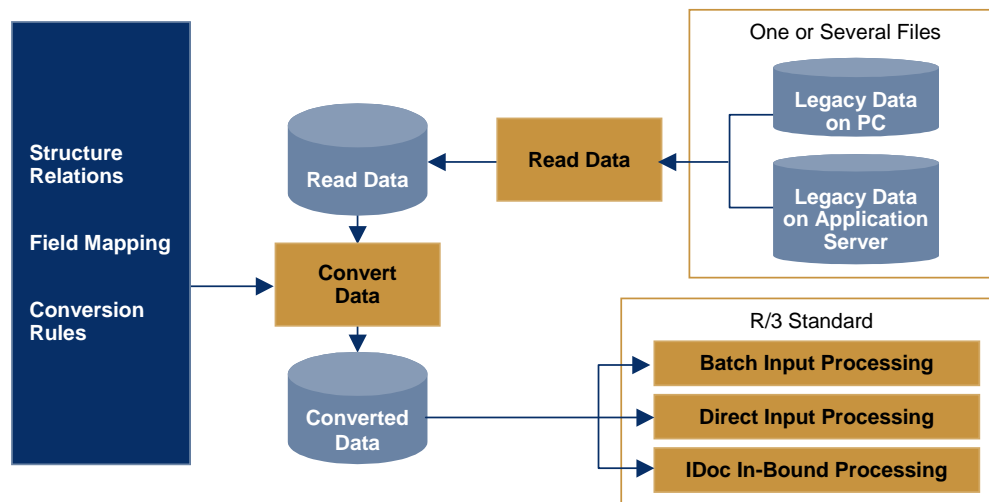
3.11 Legacy Systems Migration Workbench

The Legacy Systems Migration (LSM) Workbench is an SAP-based tool that supports the one-time or periodic data transfer from non-SAP (legacy) systems to SAP. We will use the LSM Workbench to organize the data migration project and will use a clear sequence of steps through the process. The

most common conversion rules are pre-defined. Reusable conversions rules help promote consistent data conversion for different data objects.

The LSM Workbench covers the following steps:

- The legacy data is read from one file or several files (such as spreadsheet tables or sequential files)
- The data is converted from source format to target format
- The data is imported using standard interfaces: batch input (BI), direct input (DI), BAPI, and IDoc



Conversion Process Using LSM Workbench

3.12 ABAP Program Types for Conversions

Different program types are available for the conversion task:

- DI programs
- Business Application Programming Interfaces (BAPI)
- BI programs.

3.12.1 Direct Input Programs

SAP wrote the DI programs specifically for loading data. They bypass the related business process and load data directly into the SAP tables after performing various data integrity checks. These programs are the fastest way to load data into SAP and should be used whenever possible. SAP created these programs for high-volume master data, however these programs are limited in number.

3.12.2 Business Application Programming Interfaces (BAPI)

BAPIs are SAP-created objects that load and interface data. Intermediate Document (IDoc) structures are attached to most BAPIs. The ABAP programmer writes a program to populate the IDoc structure and SAP handles the rest of the processing. When DI programs are unavailable, BAPIs are the next best alternative for high-volume loads. The BAPI programs are performance tuned for maximum speed, eliminating this concern for inexperienced programmers.

3.12.3 Batch Input Programs

BI programs, also known as batch data conversions (BDCs), mimic the actions of the user. Based on the screen fields identified, a BDC program passes a table of values to SAP for processing through the standard SAP screens. Error handling is excellent in BDC programs, and a user can step through the screens one by one to fix problems while the process is running. Also, a recorder will provide the programmer with the technical field names and then generate the code for processing. BDCs are generally used for low- to medium-sized data volumes and in cases where some data manipulation is necessary.

3.13 Computer-Aided Test Tool

The Computer-Aided Test Tool (CATT) uses the BDC recorder to generate the code necessary for screen processing. Users can create code by executing SAP's standard transaction. The program is generated in the background. Next, the programmer or user creates parameters that can be exported to Excel. Finally, the user populates the Excel spreadsheet and uploads it through the CATT. CATT permits extremely fast program creation. It uses Excel to populate the data to be converted into SAP. A trained user can create the program in less than 1 hour. CATT is very popular among SAP users for loading the data for conversion, testing, training, and volume test-related data.

3.14 List of SAP Standard Data Transfer Programs:

	Business Object	Program/Transaction Code
Financial Accounting	Accounting documents	RFBIBL00
	Assets	RAALTD01 (Batch Input) RAALTD11 (Direct Input)
	G/L account master	RFBISA00
	Customer master	RFBIDE00
	Vendor master	RFBIKR00
	Master data (Organizational Units)	RPUSTD00
Human Resources		

Materials Management	Payroll account	RPULKT00
	Personnel planning data	RHALTD00
	Create characteristics	RCCTBI01
	Create classes	RCCLBI01
	Create classification	RCCLBI02
	Change classification	RCCLRI03
	Material master	RMDATIND
	Purchase information records	RM06IBI0
	Purchase requisitions	RM06BBI0
	Open purchase order	RM06EEI0 Purchase Order RM06EEI1 Order Development
Materials Management (EH&S)		RSTXLITF Long Texts
	Reservations	RM07RRES
	Stocks (Inventory Management)	RM07MMBL
	Vendor master	RFBIKR00
	Phrases	CG31
	Sources	CG32
	Substances	CG33
	Measuring point	RIIBIP00/IBIP
	Measurement document	RIIBIP00/IBIP
	Notifications - general	RIIBIP00/IBIP
Plant Maintenance	Functional location	RIIBIP00/IBIP
	Object link	RIIBIP00/IBIP
	Equipment	RIIBIP00/IBIP
	Maintenance plan	RIIBIP00/IBIP
	Scheduling maintenance plan	RIIBIP00/IBIP
	Order confirmation	RIIBIP00/IBIP
	Equipment task list	RIIBIP00/IBIP
	General maintenance task list	RIIBIP00/IBIP
	Functional location task list	RIIBIP00/IBIP
	Create bill of material	RCSBI010
Production Master Data		

	Change bill of material	RCSBI020
	Create variant bill of material	RCSBI030
	Create bill of material with long texts	RCSBI040
	Routings/task lists	RCPTRA01
	Documentation info record	RCVBI010
Production Planning	Demand management	RMMM60BI (Batch Input)
		RM60IN00 (Direct Input)
SAP-EIS	Several records for SAP-EIS	RKCFILE0
Sales and Distribution	Condition records (pricing)	RV14BTCI
	Customer master	RFBIDE00
Sales and Distribution	Open sales orders	RVINVB00
	Invoicing external transactions	RVAFSS00
Warehouse Management	Storage bins	RLPLAT00
	Stocks on Storage Bins	RLBEST00

3.14.1 Sample Custom Conversion Program:

REPORT ZMHYDXCV.

*.....Structures the SAP flat file does use (SAPstructures).....

TABLES: BGR00, "Depends on the business object
BMM00, "here for the material master
BMMH1.

*.....Structures the data your provided flat file does use.....

DATA: BEGIN OF MY_STRUCTURE OCCURS 1000, "Depends on your legacy data
MATERIAL_NO(10) TYPE C,
DESCRIPTION(20) TYPE C,
ORGANIZATION(10) TYPE C,
MATERIAL_TYPE(5) TYPE C,
MAT_GROUP(5) TYPE C,
WEIGHT(10) TYPE C,
PRICE(10) TYPE C.

DATA: END OF MY_STRUCTURE.

*.....Some other data that's needed.....

DATA: BEGIN OF WORK_AREA OCCURS 1000,
 STRING(1500) TYPE C.

DATA: END OF WORK_AREA.

DATA: FLAT_FILE(50) TYPE C VALUE 'C:\matmaster.txt',
 FLAT_FILE_SAP(50) TYPE C VALUE 'C:\material.txt',
 IDENTIFIER(1) TYPE C. "Identifies different struct.

*.....At start-of-selection.....

START-OF-SELECTION.

PERFORM READ_FLAT_FILE.
PERFORM ANALYZE.
PERFORM CONVERT_AND_WRITE.

*.....Read the your flat file and fill internal table my_structure.....

FORM READ_FLAT_FILE.

OPEN DATASET FLAT_FILE FOR INPUT
 IN TEXT MODE.

IF SY-SUBRC GT 0.

" Error message has to be issued, because you can't open the file
ENDIF.

DO.

 CLEAR WORK_AREA.
 READ DATASET FLAT_FILE INTO WORK_AREA.
 IF SYST-SUBRC GT 0.
 EXIT.
 ENDIF.

ENDDO.

CLOSE DATASET FLAT_FILE.

ENDFORM.

*.....Analyze work_area and move fields into my_structure.....
FORM ANALYZE.

LOOP AT WORK_AREA.

"loop at all fields in the record

"get field and move it in the corresponding field in my_structure

"endloop

ENDLOOP.

ENDFORM.

*.....Convert and write the SAP flat file.....
FORM CONVERT_AND_WRITE.

OPEN DATASET FLAT_FILE_SAP FOR OUTPUT IN TEXT MODE.

IF SY-SUBRC GT 0.

"Open has failed, so issue an error message

ENDIF.

LOOP AT MY_STRUCTURE.

"determine the target-structure and set identifier.

CASE IDENTIFIER.

"when structure1

"fill fields of structure1.

"transfer the needed SAPstructure(s) to flat_file_sap.

"when structure2.

"...

"when others.

"that should probably provoke an error!

ENDCASE.

ENDLOOP.

CLOSE DATASET FLAT_FILE_SAP.

ENDFORM.

4 SAMPLE DATA GATHERING :

G/L Account Master

Will the chart of accounts be redefined or similar to the one that already exists?

→

If it is to be redefined, this should be a manual conversion rather than automated. (Business)

→

If it is being redefined, it is important to communicate to the customer that they should try to map old to new numbers for conversion of G/L balances, POs, A/P invoices, etc. (Business) This is especially important if there are very high volumes of open POs, etc.

→

Are you aware of the Pre-Configured Client (PCC) and its predefined chart of accounts and its potential benefits?

→

5 SAMPLE WORK PLAN:

	% Compl	i	Task Name	Start	Finish	Actual Start	Actual Finish	Predecessors
1	95%		HR Overall Remaining Task Plan	4/11/05	10/10/05	4/11/05	NA	
2249	100%	✓	End User Training	7/5/05	8/22/05	7/5/05	8/22/05	
2332	98%		Client 602 - Parallel Testing	7/6/05	9/13/05	7/6/05	NA	
2521	89%		Client 600 - Master Data Conversion	7/13/05	9/8/05	7/13/05	NA	
2522	100%	✓	Client Build	7/20/05	7/27/05	7/20/05	7/27/05	
2532	100%	✓	Extract Legacy Data as of 7/19/05	7/28/05	8/15/05	7/28/05	8/15/05	2525
2540	100%	✓	Load PD Data	8/1/05	8/25/05	8/1/05	8/25/05	2538
2561	78%		Test Structural Authorizations	7/21/05	9/7/05	7/21/05	NA	
2574	100%	✓	Execute Integration Programs	8/12/05	8/13/05	8/12/05	8/13/05	2540
2577	100%	✓	Load All Active EE's	8/12/05	8/13/05	8/12/05	8/13/05	2560
2578	100%	✓	0000 - Actions	8/12/05	8/13/05	8/12/05	8/13/05	2560
2579	100%	✓	0001 - Org. Assignment	8/12/05	8/13/05	8/12/05	8/13/05	2578
2580	100%	✓	0002 - Personal Data	8/12/05	8/13/05	8/12/05	8/13/05	2579
2581	100%	✓	Verify Data	8/12/05	8/13/05	8/12/05	8/13/05	2580
2582	100%	✓	Load All Retiree EE's	8/12/05	8/13/05	8/12/05	8/13/05	2581
2583	100%	✓	0000 - Actions	8/12/05	8/13/05	8/12/05	8/13/05	2581
2584	100%	✓	0001 - Org. Assignment	8/12/05	8/13/05	8/12/05	8/13/05	2583
2585	100%	✓	0002 - Personal Data	8/12/05	8/13/05	8/12/05	8/13/05	2584
2586	100%	✓	Verify Data	8/12/05	8/13/05	8/12/05	8/13/05	2585
2587	100%	✓	Load All Terminated EE's	8/12/05	8/13/05	8/12/05	8/13/05	2581
2592	100%	✓	Load All Survivors and Others	8/12/05	8/13/05	8/12/05	8/13/05	2581
2597	100%	✓	Load Groupings	8/12/05	8/13/05	8/12/05	8/13/05	2586,2591,2596
2601	100%	✓	Load Address	8/12/05	8/31/05	8/12/05	8/31/05	2600
2604	100%	✓	Load Tax Information	8/13/05	8/24/05	8/13/05	8/24/05	2600
2612	100%	✓	Load 7, 8 & 9	8/15/05	8/25/05	8/15/05	8/25/05	2611
2617	100%	✓	Load Dates and Education	8/17/05	8/24/05	8/17/05	8/24/05	2611

6 GLOSSARY:

Term	Definition
Abends	A special type of error message. It is a short form of abnormal end.
Batch Input	An interface that allows the transfer of large amounts of data into the R/3 System by simulating an online transaction. This is to ensure data integrity without programming all checks on your own.
Batch Input Session	A sequence of transactions supplied with application data by a batch input program. The system stores these transactions in a batch input session until you decide to process the session. You can later process the session in the online system. The system updates the database when the session is processed.
Business Objects	This refers to the persistent (data) objects in the R/3 System of central importance. They are the organizational units, master data and other documents that may be transferred to R/3. For example, the business objects in FI include: general ledger and the G/L account document.
Call Transaction	A technique similar to batch input. While batch input is a two step procedure (1. prepare the session, 2. process the session), call transaction does both steps online one right after the other.
Direct Input	This technique, in contrast to batch input, does not simulate the online transaction. Direct input checks the data thoroughly and then updates the database directly.
Field name	A field name describes in a few words the contents of the input or output field. It is placed in front of this field, separated by a blank.
Flat file	The flat file is prepared data to be transferred by the SAP standard data transfer program. Generally it's an ASCII file, containing different records with fixed length fields.
GUI	Graphical User Interface. This is how an application is presented on the screen.
Header data	This data is used for specifying and controlling the transaction used by the data transfer program.
Implementation Guide (IMG)	The IMG is used to guide you through the customizing of your system during implementation or any further changes. For these reasons it provides you with structured views on all customizing activities, the corresponding documentation and some project management facilities.
Job	A scheduled program controlled in time by particular control commands.
Legacy system	The old system that will be replaced by the SAP R/3 System.
Log record	The data record which records an event in the system.

Term	Definition
Logical Filename	A name that allows you to address a physical file by using that name. The logical filename is linked to the physical path and the filename.
Mapping	The process of deciding which legacy data matches which R/3 fields.
MRP	Material Requirements Planning. Generic term for procedures in requirements planning which take into account and plan every future requirement during the creation of order proposals (independent requirements, dependent requirements, and so on).
NODATA value	The character used in the flat file to indicate that you do not want to change a field. (in contrast to the RESET value)
Number assignment	Each business object requires that you assign some type of identifier. Number assignment is the process of creating this identifier. If you choose to let the system assign the number, it is called internal number assignment. If you specify the number on your own it is called external number assignment.
Online	In this book we use online to express that you do actual work on your R/3 System.
Organizational unit	The representation of the customer organizational structure in the R/3 System. For example: company code, plant, warehouse number.
Physical filename	The physical name of a file. For example: <i>materials.txt</i> is the flat file used to transfer the material master.
Pseudo code	A logical description of what a program should do rather than program code that is syntactically correct.
Report	A program used to read and evaluate the data in the database tables.
RESET value	The value used to actually clear or delete a field. (in contrast to the NODATA sign)
Session	An R/3 window in which a certain task can be processed. When you logon to the R/3 System, the system opens the first session with a window. You can open up to nine sessions at the same time. The number of the current session is displayed in the status bar.
Transaction	A transaction covers a logical process in the R/3 System (for example: generating a list of customers, changing the address of a customer, booking a flight reservation for a customer, executing a program). From the point of view of the user, it represents a self-contained unit. In terms of dialog programming, it is a complex object that consists of a module pool, screens, and so on, and is called with a transaction code.
Transaction code	The sequence of four characters identifying a transaction. To call a transaction in the R/3 System, you enter the transaction code in the command field. For example: SA38 is the code to start SAP programs directly.

